

Court to Implement New Release of CM/ECF

The U.S. Bankruptcy Court, Western District of Texas, is implementing release 2.2 of CM/ECF. This release contains a number of enhancements, however, most of them will not effect attorney and high volume creditor filers.

The new release will be “live” effective 8:00 AM (CST), Monday, May 12, 2003. Attorney and High Volume Creditor access to CM/ECF for electronic filings will be cut off at 4:00 PM (CST) Friday, May 9, and will not be available until 8:00 AM (CST), Monday, May 12.

The changes that attorney and high volume creditor filers need to know about are described in this newsletter. All new training classes delivered by the court will cover release 2.2 enhancements. In addition, the court’s WEB tutorial has been updated.

The changes are:

Already Logged On Message
Order Upload Screens
Order Docket Text
Case Status Messages
Fee Prompts
Docketing Events
Adversary & Involuntary Case Opening
Linking Documents
Party Types in Text
Terminated Parties in Pick Filer List
Large PDF Documents
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Blank Screens

Already Logged On Message

Many attorneys share their logins and passwords with support staff. If one user is logged into the system and someone else accesses the system with the same login/password, the following message is displayed.

Warning: the account you entered is already logged in.

This is probably the result of one of these two circumstances:

- You did not click "LogOut" on the top bar when you last used CM/ECF.
Click the "Continue login" button below to complete the login process.

OR

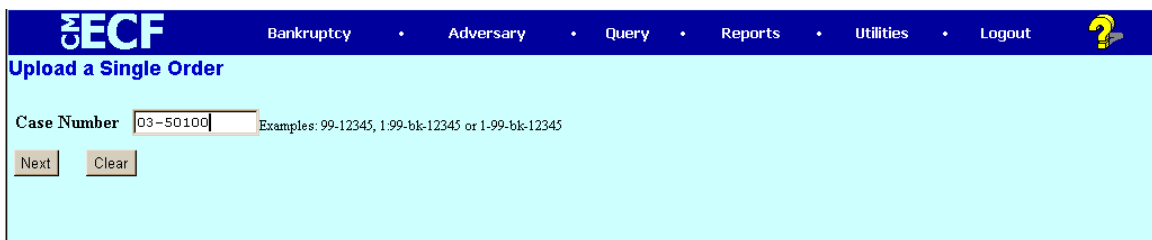
- You share this account and someone else is using it.
Click the "Cancel" button below to return to the login screen.
[if you click the "Continue login" button, someone else using this account will have their CM/ECF session terminated.]

The user must select which action they want to take.

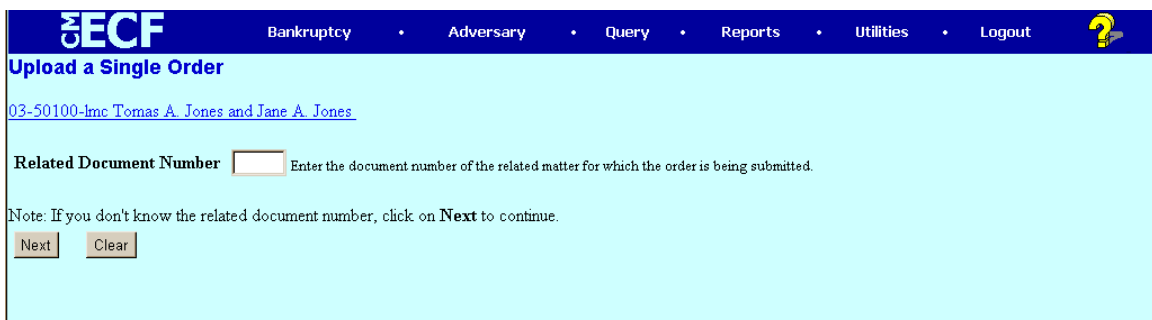
Order Upload Screens

The Upload Order program has been enhanced to allow attorney users to search for the pleading the order is related to.

After selecting UpLoad Single, the user enters the case number.



Next, the user is offered the choice of either entering the related document number OR searching to find the related document number.



If the user selects to search for the related document number, the *Select The Category To*

Which Your Event Relates screen appears.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Upload a Single Order

Select the category to which your event relates:

CASBApi ▾
Type
ans
answer
appeal
cmp
court
crbatch
misc
motion ▾

Filed to

Documents to

After the user selects the category of the related document and clicks Next, the list of documents in that category appears.

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Upload a Single Order

Select the appropriate event(s) to which your event relates:

☐ 01/03/2003 2 Motion to Extend Time File Schedules filed by Debtors Jane A. Jones, Tomas A. Jones (Deason, Dorothy) (Entered: 04/23/2003) (Terminated)

☐ 01/03/2003 4 Motion to Dismiss Case filed by Trustee Jose C Rodriguez (Deason, Dorothy) (Entered: 04/23/2003) (Terminated)

The user click in the appropriate check box to select the related document and clicks Next. The *Upload a Single Order* screen appears.

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Upload a Single Order

Case Number: 03-50100-lmc
Case Name: Tomas A. Jones and Jane A. Jones
Related Document Number: 4
Related Document Description: Motion to Dismiss Case

Order Type

Hearing Date Examples: 03/19/2002 or 03/19/02

File to Upload

Note: You can only upload files with a .pdf extension. If you use Adobe Acrobat Writer version 3 or 4 to convert orders to pdf, your orders should be prepared using the Courier, Helvetica, or Times New Roman font (regular, bold, italic, and bold italic). If you use Adobe Acrobat Writer version 5, your orders should be prepared using the Arial, Courier, or Times New Roman font (regular, bold, italic, and bold italic). Other fonts will not process correctly through the court's noticing center.

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Do not forget that you can REPLACE orders if you make a mistake upon the upload (if in the same case). The category types are very important and were created so that specific types of orders go to a specific folder for the Court to review. If you are not selecting the appropriate category (i.e., ex parte, suspense 20 day, etc.) your order will take longer to process.

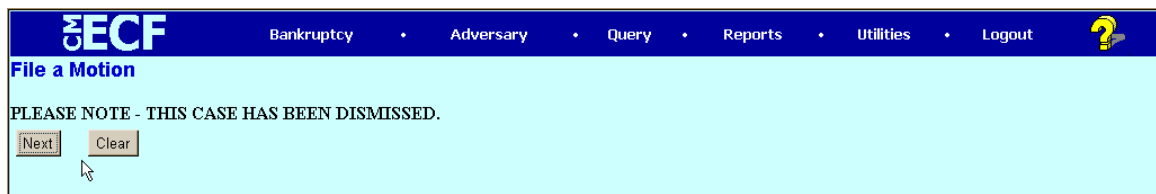
Reminder: Wage Pay Orders are NOT uploaded using the Order Upload feature. These orders should be submitted using the ***Request for Entry of Order to Pay Wages*** event in the ***Other*** category.

Order Docket Text

In most cases, the docket text of Orders or judgments will read "Order regarding....." instead of "Order granting/denying, etc." The order itself will state whether the relief requested is granted, denied, etc.

Case Status Messages

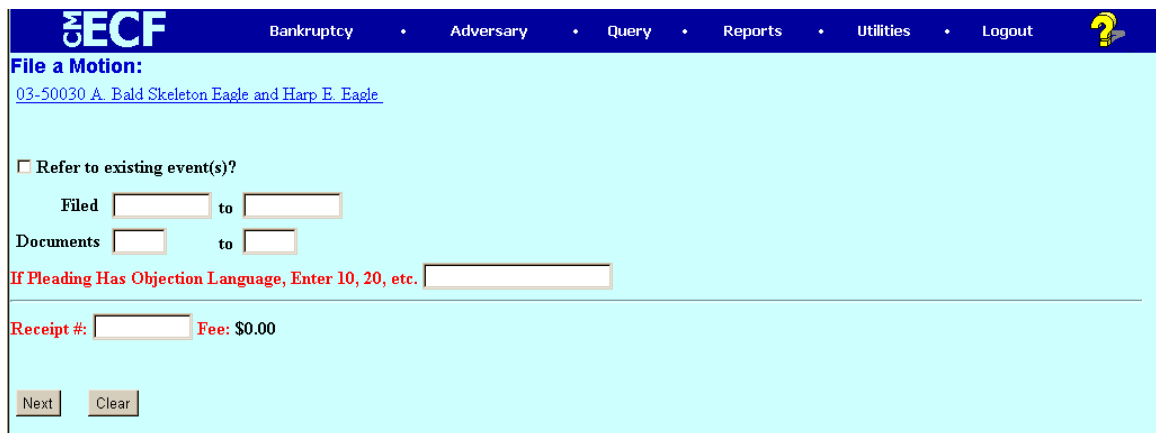
If you select to make a docket entry in a converted, closed, or dismissed case, a warning message will appear.



The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar is a light blue header area with the text "File a Motion". The main content area is white and displays the message "PLEASE NOTE - THIS CASE HAS BEEN DISMISSED." Below this message are two buttons: "Next" and "Clear". A mouse cursor is pointing at the "Next" button.

Fee Prompts

In CM/ECF release 2.2, attorneys cannot change the fee amount displayed when the Receipt # prompt displays.



The screenshot shows the ECF system interface for filing a motion. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar is a light blue header area with the text "File a Motion:". The main content area is white and displays the following information: a link to "03-50030 A. Bald Skeleton Eagle and Harp E. Eagle", a checkbox for "Refer to existing event(s)?", a "Filed" field with a dropdown menu, a "to" field with a dropdown menu, a "Documents" field with a dropdown menu, a "to" field with a dropdown menu, a red prompt "If Pleading Has Objection Language, Enter 10, 20, etc." followed by a text input field, a "Receipt #:" field with a dropdown menu, and a "Fee: \$0.00" field. At the bottom are two buttons: "Next" and "Clear".

In addition, the fee amount that is displayed when filing a motion to reopen a case and a motion to split debtors will be \$0.00. This is because the amount will vary according to the current chapter of the case.

Docket Events

Several new docketing events are being added.

<u>Category</u>	<u>Event Description</u>
appeal	Appellee's Designation
appeal	Amended Notice of Appeal
motion	Amend Order (Adversary)
motion	Final Decree
High Volume Creditor	Notice of Withdrawal of Claim
High Volume Creditor	Reaffirmation Agreement

Several docketing events are being eliminated.

<u>Category</u>	<u>Event Description</u>
motion	Application Generic, Second Part (Adversary)
motion	Application Generic
motion	Motion Generic, Second Part (Adversary)
motion	Motion Generic, Second Part
motion	Reinstate Case (Adversary)
motion	Compensation (Adversary)
motion	Remand (Adversary)
motion	Remand (Bankruptcy)
motion	Defer Filing Fee (Adversary)
motion	Intervention (Bankruptcy)
motion	Limit Notice (Adversary)
Other	Document, Second Part (Adversary)
Other	Document, Second Part (Bankruptcy)
Other	Notice of Dismissal

Adversary and Involuntary Case Opening

During Adversary Case Opening, the program now brings up a screen that presents the user with the judge and division assignment based on the related bk number the user has entered.

Under the Bankruptcy Category, there is now a separate area of Opening Involuntary 7/11 cases. An new module has been added to the Attorney Tutorial PLUS users can view/print a PDF document describing the involuntary case opening process.

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Bankruptcy Events

- [Appeal](#)
- [Judge/Trustee Assignment](#)
- [Creditor Maintenance...](#)
- [File Claims](#)
- [Motions/Applications](#)
- [Obj/Resp/Invol Answer](#)
- [Open a BK Case](#)
- [Open Involuntary BK-Ch 7 & 11](#)
- [Other](#)
- [Plan/Disclosure Stmt/Obj to Plan](#)
- [CaseUpload](#)
- [Order Upload](#)

Linking Documents

The user can enter a range of dates to search by file date OR the user can enter a range of document numbers to search by document number. This will limit the number of documents shown and shorten your search. It is not necessary, however, to enter data in these range fields in order to find the document you are referring to. If a category list is displayed, the user **MUST** select a category to do a document number and/or date range search. If the category does not contain any events, you will see the message “***There are no applicable events to relate to the current event. Docketing of this event cannot continue.***”

When docketing some docket events, creating a linkage is optional. If the category of events to which the user can link is already defined (such as motions only), this screen displays. A linkage is created only if the user clicks in the *Refer to existing event(s)?* Check Box. Most often this option is used when filing an amendment to a filing.

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File a Motion:

[03-50030 A. Bald Skeleton Eagle and Harp E. Eagle](#)

☐ Refer to existing event(s)?

Filed to

Documents to

Type Name of Lien Holder:

If Pleading Has Objection Language, Enter 10, 20, etc.

On some events, the creation of a linkage is required. In this case the user may be allowed to select a category to find an event to link to OR a screen will display showing all of the events in a single category. For example, creation of a link is mandatory when filing a notice of appeal and only orders are displayed. Creation of a link is also mandatory when filing a response or an objection, and the user is allowed to select the category of the event to which they are objecting or responding to.

If you link to a previously filed document, the full text of the linked document appears after the Re: along with the document number.

Party Types in Text

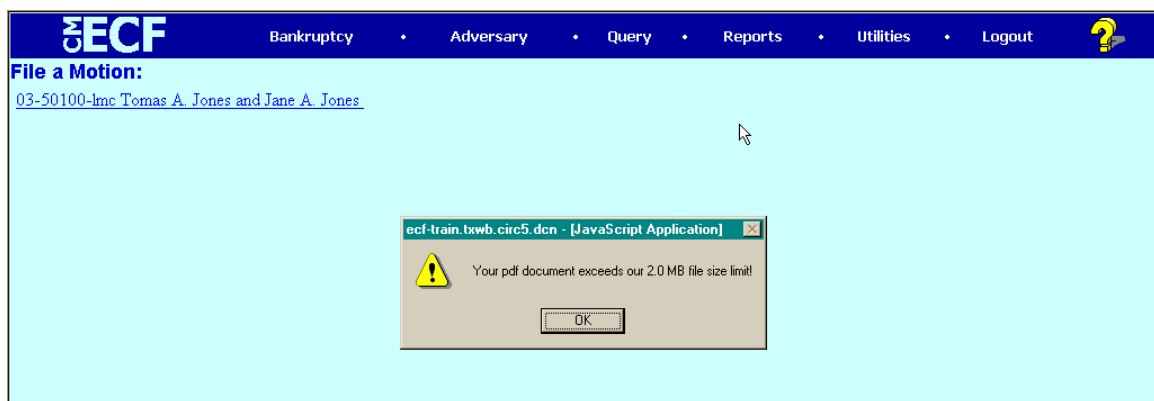
In CM/ECF Release 2.2, when a user selects a party filer for a docket entry, both the name and party type of the filer are displayed in docket text.

Terminated Parties in Pick Filer List

Currently, when a party is “terminated” in a case, their name no longer displays in the party pick-list. In CM/ECF release 2.2, the terminated party names will continue to display with a (T) next to the party/role brackets and the message (T) indicates a terminated party will display, in bold, immediately below the party pick list.

Large PDF Documents

If the size of a PDF document exceeds 2.0 MB, the user will receive a warning message but will be allowed to continue. A PDF file size of 2.0 MB or larger take a long time to download / display for PACER users, especially for users who have dial-in access.



QUERIES & REPORTS

The current “confirmation hearing date” will be displayed on the “Case Summary” Query screen when it is set for bankruptcy cases.

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03-50080-rbk Demo DHW Debtor
Case type: bk Chapter: 13 Asset: Yes Vol: v Bankruptcy Judge: Ronald B. King
Date filed: 04/14/2003 Date of last filing: 04/30/2003

Case Summary

Office: San Antonio Filed: 04/14/2003
County: Guadalupe Terminated:
Fee: Paid Discharged:
Reopen: 0 Reopened:
Previous Term: Converted:
Disposition: Dismissed:
Joint: n Confirmation Hearing: 05/28/2003
Flags: LMINTC

Trustee: United States Trustee-SA City: San Antonio Phone: (210) 472-4640
Trustee: Dee Allegro City: Phone:
Trustee: Marion A Olson City: San Antonio Phone: (210) 824-1460 Email: dyoung@maoch13.com
Party 1: Demo DHW Debtor (323-32-9876) (Debtor)
Atty: Cathy Ruiz Represents party 1: Debtor

Location of Case File(s):
Volume: CS1
Location: San Antonio: default open area
Date Checked Out: 2003-04-14 10:52:16
Hold:

The Calendar Events Report program will now sort times correctly.

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Calendar Events

Case number:

Judge: Office: Chapter:
CASB, Judge El Paso (3) 7
Clark, Leif M. San Antonio (5) 9

Calendar events: Date: 4/30/2003 Calendar
All Hearings
All Appointments
341 Meeting

☐ Both ☐ AM ☐ PM
Time: ☐ AM ☐ PM

Event subset:

Select Report Headers [Select a Previously Created Report](#)

Sort by:
Time
Time
Office, Time

Run Report

Users will be able to request a docket report in both HTML and text format.

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Docket Sheet

Case number:

☒ Filed to
☐ Entered to

Documents to

☒ Include terminated parties
☐ Include links to Notice of Electronic Filing

☒ HTML
☐ Text

Sort by:

Users will be able to view attachments to claims.

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Claim No: 6	Creditor Name: Action Finance Acct. 333-22-1111 2131 S. W. Military Drive San Antonio, TX 78224	Last Date to File (Govt): Filing Status: Docket Status: Late: N
Claim Date: 04/30/2003	Amends Claim No: Amended By Claim No:	Duplicates Claim No: Duplicated By Claim No:
Class	Amount Claimed	Amount Allowed
Total		
Description:		
Remarks:		
Claim No: 7 Exhibit Unpaid Invoices	Creditor Name: B&F Finance Acct. 333-22-1111 136 Main Plaza San Antonio, TX 78205	Last Date to File Claims: Last Date to File (Govt): Filing Status: Docket Status: Late: N
Claim Date: 04/30/2003	Amends Claim No: Amended By Claim No:	Duplicates Claim No: Duplicated By Claim No:
Class	Amount Claimed	Amount Allowed
Unsecured	\$500.00	
Total	\$500.00	
Description:		
Remarks:		

CaseUpload Enhanced

If you browse and attach a Plan.PDF file when using the CaseUpload program to file a new chapter 13 case, the program automatically docket the chapter 13 plan. You no longer have to click “Next” when the Notice of Electronic Filing Displays for the Voluntary Petition. The Notice of Electronic Filing for the Voluntary Petition and the Chapter 13 Plan are shown on the same screen

Blank Screens

When opening a case or docketing an event, CM/ECF will sometimes display a screen with nothing on it except a [Next] and a [Clear] button. At this time, we are unable to stop these screens from displaying. All you need to do is to click Next and the program

will continue.